



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ENVIRONMENTAL HEALTH SPECIALIST TRAINEE

Class No. 004705

ENVIRONMENTAL HEALTH SPECIALIST I

Class No. 004721

ENVIRONMENTAL HEALTH SPECIALIST II

Class No. 004722

ENVIRONMENTAL HEALTH SPECIALIST III

Class No. 004723

■ CLASSIFICATION PURPOSE

To protect the environment, public health, and safety of San Diego County residents through permit, inspection, consultation, planning, investigation and enforcement activities in a wide variety of program areas including food, housing, water quality, recreational health, land use, site assessment and mitigation, solid waste and hazardous materials; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Environmental Health Specialist is a professional class series responsible for implementing program activities related to the protection of the environment and the public health and safety of San Diego County residents through permit, inspection, education, consultation, planning, investigation and enforcement activities. Positions in these classes are allocated only to the Department of Environmental Health to permit, inspect, consult and advise industrial and commercial establishments, residents, property owners, and solid waste transfer and disposal facility managers regarding their conformance and compliance with federal, state, and local environmental health, safety and sanitation laws, codes, and regulations.

Environmental Health Specialist Trainee:

This is the trainee-level class in the Environmental Health Specialist series. Under immediate supervision, an Environmental Health Specialist Trainee receives on-the-job training to perform basic inspections and investigations for compliance with environmental laws and regulations. As more experience is gained, incumbents at this level will be expected to carry out assignments with greater independence.

Environmental Health Specialist I:

This is the first working-level class in the Environmental Health Specialist series. Under direct supervision, an Environmental Health Specialist I may provide program services and/or perform routine field inspections and investigations on a limited range of establishments and sites within an assigned program. As more experience is gained, incumbents at this level will be expected to carry out assignments with greater independence.

Environmental Health Specialist II:

This is the journey-level class in the Environmental Health Specialist series. Under general supervision, an Environmental Health Specialist II may provide program services and/or conduct field investigations on a full range of establishments, sites or projects proposed/planned by customers within an assigned program. Incumbents may also assist with the training of staff, conduct community and business outreach, provide consultative services, conduct special projects, and evaluate and prepare technical reports.

Environmental Health Specialist III:

This is the lead-level class in the Environmental Health Specialist series. Incumbents may provide technical guidance and training to Environmental Health Specialists or may perform the most difficult inspection, investigation, enforcement, community outreach or other program services and education activities. Incumbents may also be directed to independently perform studies and develop or lead special projects based on areas of expertise. This class differs from the next higher class, Supervising Environmental Health Specialist, in that the latter is a first level supervisor responsible for overall supervision and direction of one unit in the Department of Environmental Health.

■ FUNCTIONS

The examples of essential functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

FOOD AND HOUSING

Essential Functions:

1. Conducts compliance investigations of food facilities, apartment houses, hotels/motels, private premises, boarding homes, theaters, stores, boats, swimming pools, spas, massage parlors, and body art facilities.
2. Issues official notices of corrective action and abatement and makes follow-up investigations to ensure compliance.
3. Reviews and investigates reports of food or water-borne disease complaints, and reports of food handlers with infectious diseases.
4. Orders the removal of ill food handlers from work. Collects food and related samples for laboratory analysis. Samples and tests water and creates records and reports.
5. Assists in the preparation of legal documents for administrative hearings and further legal action against repeat violators. Provides information and expert testimony during court hearings and trials.
6. Performs compliance on a wide variety of new and existing residential, commercial, and industrial establishments. Investigates substandard buildings; prepares legal documents, orders repairs and condemnation or demolition.
7. Evaluates remodeled or newly constructed food facilities and public pools for compliance with construction standards.
8. Instructs food handlers on sanitary methods and principles.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

HAZARDOUS MATERIALS

Essential Functions:

1. Conducts inspections of hazardous waste generators and hazardous materials establishments to insure compliance with applicable laws and regulations pertaining to waste storage, treatment, handling, transporting, disposal and record keeping.
2. Conducts tiered permitting inspections of establishments that treat hazardous waste.
3. Conducts hazardous materials business plan and disclosure inspections to insure proper accounting of hazardous materials.
4. Inspects medical waste and bio-hazardous waste generators for proper management.
5. Reviews risk management prevention plans and audits sites with regulated substances.
6. Inspects underground storage tanks (UST) and monitoring equipment for compliance.
7. Collects evidence and samples.
8. Handles detection and safety equipment and ensures that sufficient inventories of up-to-date equipment are available for use/deployment on a regular basis, and in the event of emergency or non-emergency responses.
9. Maintains records of inspections and investigations.
10. Promotes and educates businesses on the benefits of pollution prevention.
11. Responds to public complaints.
12. Explains laws and regulations and provides informal one-on-one explanations of regulations.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner
14. Prepares court cases and other formal enforcement actions.
15. Prepares reports.

LAND AND WATER QUALITY

Essential Functions:

1. Reviews installation plans submitted by customers for the construction of on-site sewage disposal systems and inspects sites throughout installation process; reviews customers' plans for construction of percolation tests and reviews/approves/disapproves test results submitted.
2. Conducts inspections of mobile home parks and organized camps including housing, food services, recreational waters, water supply and sewage disposal.
3. Reviews installation plans submitted by customers for the construction of recycled water distribution systems and performs functional shutdown tests for recycled water users.
4. Performs sampling, data analysis, investigations, and posting of advisories and closures at recreational beaches.
5. Reviews reports and performs inspections for assessment and mitigation of contaminated underground storage tank sites and other sites contaminated with hazardous materials/wastes.
6. Reviews installation plans and performs site inspections of private drinking water wells.
7. Reviews construction activities and conducts inspections of small water systems.
8. Participates in court proceedings or abatement actions and provides public testimony at public hearings and meetings.
9. Reviews hydro-geologic reports, grading plans and designs for compatibility of sewage and water system construction, tentative parcel maps, use permits, boundary adjustments, variances and administrative permits for land use development projects.
10. Prepares legal notifications and enforcement actions.
11. Responds to citizen complaints.
12. Evaluates substandard housing and health hazards.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

COMMUNITY HEALTH

Essential Functions:

1. Performs inspections.
2. Reviews permitting documents.
3. Investigates complaints and carries-out related duties and activities regarding solid waste facilities and enforcement of State Title XIV regulations.
4. Evaluates illegal landfill activities, agricultural waste and composting operations, and the impact of solid waste facilities to surrounding land use.
5. Measures and reports program efficiency and conducts staff training.
6. Coordinates with all divisions in providing service in department-wide programs.
7. Assists the public in obtaining services and information from county departments.
8. Gathers technical evidence.
9. Prepares compliance orders, and participates in court proceedings, public meetings and hearings.
10. Coordinates customer service activities, student intern programs and departmental newsletters.
11. Conducts a resource preservation educational program in the business community, develops county preferable purchase policies.
12. Monitors, analyzes and reports State and Federal legislation, and coordinates activities with County legislative analysts.

13. Develops departmental Geographic Information System (GIS) capability through implementation of geographic software systems, development of spatial data systems, and deploying GIS data systems compatible with DEH and County Strategic Plans.
14. Develops and delivers outreach programs, materials and events.
15. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Environmental Health Specialist Trainee

Essential Functions:

May perform the basic steps in accomplishing the functions listed above, in addition to the following:

1. Identifies sites contaminated with hazardous materials, the parties responsible and remedies for such contamination.
2. Evaluates and approves or disapproves reports submitted by customers detailing the investigation of sites needing clean up and clean-up activities for sites with contaminated soil and groundwater.
3. Reviews and approves/disapproves permit applications and plans submitted by customers for monitoring wells and underground storage tank systems (UST) installations and closures.
4. Assists staff in the preparation of technical reports and in providing consultation services to customers.
5. May coordinate and/or participate in field investigations and permitting activities with other county departments and local, state and federal agencies.
6. Reviews investigations on real estate transfers.
7. Participates on multi-disciplinary teams with environmental consultants, industry and other agency representatives to develop division guidelines.
8. Assists in the organization and participation of special events.

Environmental Health Specialist I

Essential Functions:

All the functions listed above and

1. May assist in staff training.
2. Coordinates and participates with work groups and technical committees at the state, local and national level.

Environmental Health Specialist II

Essential Functions:

All the functions listed above and

1. Performs the more complex investigations.
2. Assists with staff training and guidance relative to uniform methods of inspection, enforcement and administrative procedures.
3. May prepare and give talks on environmental health issues to public, private or government groups.
4. Assists in special projects.

Environmental Health Specialist III

Essential Functions:

All the functions listed above and

1. Provides staff with training and guidance relative to uniform methods of inspection, enforcement and administrative procedures.
2. Serves as technical lead worker.

3. Prepares technical and staff reports.
4. Oversees or supervises the review and evaluation of construction plans submitted for construction permits.
5. Confers with local officials on environmental health problems or any environmental management issues.
6. May conduct in-service training classes, work on information technology systems, and prepare press releases, brochures, or educational materials.
7. Confers with engineers and developers.
8. Assists in evidence preparation for court cases.
9. May oversee a specialized unit such as food handler training, epidemiological investigations, contingency planning, emergency response planning, emergency van response, and laboratory contracting and equipment acquisition.
10. May act in the absence of the Supervising Environmental Health Specialist.
11. Coordinates temporary events.
12. Performs special projects as assigned.
13. Conducts public information duties.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Environmental health principles and practices.
- Principles, practices and techniques relating to the protection of the environment and enforcement of public health and safety regulations.
- Principles, practices and techniques of food, water, noise, land use, solid waste and hazardous materials inspection.
- Federal, State and local laws, regulations, ordinances and codes related to environmental and public health, safety and sanitation.
- Governmental agencies and community groups involved in local environmental management issues.
- Protective equipment and clothing.
- County customer service objectives and strategies.

Environmental Health Specialist I (in addition to the above):

- Industrial manufacturing processes and waste management practices.
- Principles of chemical properties, ecology, toxicology, chemical waste and biostatistics.

Environmental Health Specialist II (in addition to the above):

- Regional environmental issues.
- County policies and procedures.
- Rules of evidence.

Environmental Health Specialist III (in addition to the above):

- Principles and practices of lead work and training.

Skills and Abilities to:

The following apply to all classes:

- Inspect and survey residential, commercial, and industrial establishments to ensure conformity with environmental, health and safety laws, regulations, ordinances and codes.
- Assess, evaluate, and investigate public complaints regarding food, water, noise, hazardous materials solid waste, or other concerns regarding the environment.
- Collect information, samples and other information to enforce laws and regulations regarding public health sanitation.
- Gain compliance and cooperation of establishment representatives when engaging in enforcement/inspection.
- Review and interpret maps, building plans, blueprints, permitting, closure; and other documents related to proposed sites, structures or fixtures.
- Prioritize assignments and resources to respond to emergency, special or routine situations and deadlines in a timely manner.

- Prepare clear and concise logs, reports and correspondence.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Work effectively with others, such as groups, teams, or public and business representatives.
- Provide and explain technical information regarding environmental health programs and activities to the public, business/industry members or other governmental agencies.
- Coordinate investigations with other departments, divisions, or organizations.
- Handle difficult public contact situations and negotiate compliance points.

Environmental Health Specialist II (in addition to the above):

- Review, approve or reject plans and specifications on a wide range of proposed residential, commercial, and industrial establishments for compliance with health laws and codes.
- Prepare legal documents for action against repeat violators and provide information during appeals or legal court proceedings.
- Help train other staff.
- Investigate specific environmental health problems.

Environmental Health Specialist III (in addition to the above):

- Provide technical guidance and training to subordinate staff.
- Perform the most difficult inspection, compliance and enforcement program work.
- Deal effectively with the public, industry, community groups and other agencies to gain cooperation and collaboration in environmental management and compliance efforts.
- Research, develop and prepare concise, clear and accurate technical, scientific and staff reports, publications and materials.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university with at least 30 semester units of basic biological, physical, or environmental science courses including at least one laboratory course in one of the following fields: chemistry, physics, microbiology, biology, and a mathematics course of college algebra or higher; AND,

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The education, training and/or experience stated above.

Environmental Health Specialist I:

1. One (1) year of experience investigating and enforcing environmental, public health or sanitary laws and regulations for a recognized public health agency or private company, OR
2. Six (6) months as an Environmental Health Specialist Trainee with the County of San Diego.

Environmental Health Specialist II:

1. Two (2) years of experience investigating and enforcing environmental, public health or sanitary laws and regulations for a recognized public health agency or private company, OR
2. One (1) year of experience as an Environmental Health Specialist I with the County of San Diego.

Environmental Health Specialist III:

1. Four (4) years of experience investigating and enforcing environmental, public health or sanitary laws and regulations for a recognized public health agency or private company, OR
2. Two (2) years of experience as an Environmental Health Specialist II with the County of San Diego

Note: Possession of a master's degree from an accredited college or university in a science field such as: biology, chemistry, environmental health, environmental engineering, ecology, or geology may be substituted for up to one year of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Must be able to inspect excavations and navigate in remote areas. Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, and reaching above and below shoulder level. Incumbents use physical agility and strength on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 70 pounds. Some positions require the physical fitness for wearing a respirator.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California Class C driver's license, which must be maintained throughout employment in these classes, is required at time of appointment. Employees in these classes may be required to use their own personal vehicle.

Certification/Registration

Environmental Health Specialist Trainee:

All applicants must obtain a current evaluation letter from the State of California, Department of Health Services which states that the applicant is eligible to begin training in an approved environmental health program; or, which states that the candidate must complete additional educational requirements to be eligible to begin training.

Please refer to the California Administrative Code for further detail regarding the above education/experience standards.

Environmental Health Specialist I, II, and III:

1. Some program areas/positions require registration by the State of California as an Environmental Health Specialist (California Health and Safety Code):
 - All positions in the Department of Environmental Health's Food and Housing Division at, and above, the full journey-level classification of Environmental Health Specialist II require the possession of a valid certificate as a Registered Environmental Health Specialist in the State of California.
 - All positions on the Department of Environmental Health's Hazardous Incident Response Team (HIRT) require possession of a valid certificate as a Registered Environmental Health Specialist in the State of California.
 - All Rural Generalist positions in the Department of Environmental Health's Division of Land and Water Quality require possession of a valid certificate as a Registered Environmental Health Specialist in the State of California.
2. All Environmental Health Specialist (EHS) positions in the Department of Environmental Health's Hazardous Materials Division (HMD) require possession of a current ICC "California UST Inspector" certification by **September 1, 2005**. Environmental Health Specialists in HMD hired on or after April 1, 2005 must possess a current ICC "California UST Inspector" certification by the close of the probationary period specified for their particular classifications or within 180 days after hire, whichever comes first. All EHS employees who transfer to HMD must either possess a current ICC "California UST Inspector" certification or obtain such certification within 180 days of transfer. Certification must be renewed every 24 months, by either passing the "ICC California UST Inspector" exam or satisfying equivalent criteria as approved by the SWRCB UST Program Manager.
3. All Environmental Health Specialist (EHS) positions in the Department of Environmental Health's Land and Water Quality Division that are assigned responsibilities as Rural Generalists, require possession of a current ICC "California UST Inspector" certification by September 1, 2005.

Working Conditions

Office environment, exposure to computer screens. Exposure to hazardous gases and chemicals, communicable diseases, pests/rodents, and other hazardous health conditions. Exposure to various weather conditions, hostile or irate individuals. Subject to emergency call on 24-hour basis.

Background Investigation

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates would be subjected to a background investigation.

Probationary Period

Environmental Health Specialist Trainee:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Environmental Health Specialist I:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

Environmental Health Specialist II and III:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: May 24, 1996

Reviewed: Spring 2003

Revised: June 14, 2004

Revised: November 19, 2004

Revised: May 18, 2005

Environmental Health Specialist Trainee (Class No. 004705)
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